

12 November 1986

NOTE FOR: Bill Donnelly

SUBJECT: Your Presentation at OTE Conference

1. Attached for your background:

- copy of conference agenda (you may already have one)
- copy of my opening remarks
- background summary of [redacted] who will be on airplane with you and who will be speaking on leadership and organizations at the conference.

2. As I mentioned, you will be presenting awards at your session. This should take about 20 minutes. To be followed by your remarks--15 to 20 minutes should be sufficient but your call.

-- I would like you to make supportive statements about OTE's mission and its people and some nod to fact that so much has been done, and so much remains to be done. This will be theme of my closing statement.

-- You may want to refer to new initiatives:

- 1) Soviet Realities
- 2) new secretarial training
- 3) first ever computer based training
- 4) personal security
- 5) more training overseas
- 6) more self study
- 7) more science and technology
- 8) emphasis on substantive courses,  
[redacted] Latin  
American and Middle East Seminars

Thanks!

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